

## Technical Bulletin No. 324

### Avoid Billing for Deleted User IDs Data Sets

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It has come to our attention that customers are being billed for data sets that belong to a deleted user ID. The reason for this is that all of the data sets under the old user ID were not removed.

Important Note: Proper handling of data sets residing under a deleted user ID will avoid continuous billing.

All Security Administrators should work with the Manager of the employee that is leaving to determine what to do with the data sets residing under that employee's user ID prior to removal of Master Catalog entries.

#### Suggested Options:

##### 1. Rename Data Sets:

Recall migrated data sets from ML1 and ML2 to the primary disk. If assistance is needed for this process, place a ticket assigned to Production Support Services.

After all data sets are on the primary disk, rename to a current ID or generic group ID.

After data sets have been renamed, they can remain on the primary disk or be re-migrated. If assistance is needed, place a ticket assigned to Production Support Services at 538-3440.

##### 2. Delete Data Sets:

When deleting remaining data sets that belong to the employee that is leaving, make sure to delete all migrated datasets. Best practice would be to also place a ticket to Production Support and have them remove any data sets that are backed up on tape.